

Case Management/Electronic Case Filing Readiness Survey

The purpose of this survey is to assist customer groups of the U. S. Bankruptcy Court ED/MI in preparing for the new Case Management System and Electronic Case Filing. Customer groups which choose to interface with this new system may wish to use this survey to assess the readiness of their staff and begin training initiatives to prepare their staff for this change.

1. Do those employees in your office who will be accessing the CM/ECF system currently have Internet access?

9Yes

9No

2. Is your staff familiar with the features of an Internet browser? (Browser such as Netscape Navigator and MicroSoft Internet Explorer; Features such as Forward and Backward buttons, browsing for viewing files, printing documents, setting the home page, setting up bookmarks, using hyper links, etc.)

9Yes

9No

9Somewhat

3. Does your office have the Adobe Acrobat Writer software which allows the user to save a word processing or other file into a Portable Document Format (PDF)?

9Yes

9No

4. Does your staff know how to save a document into a PDF format?

9Yes

9No

5. Does your staff know how to use the office e-mail system to send messages to individuals outside the office?

9Yes

9No

Note: The Court Training Department will provide ECF training in the future, however, some preparation on the part of the participating offices will ensure a smooth transition to this new system. The court encourages basic browser training and knowledge of document conversion to the PDF format.